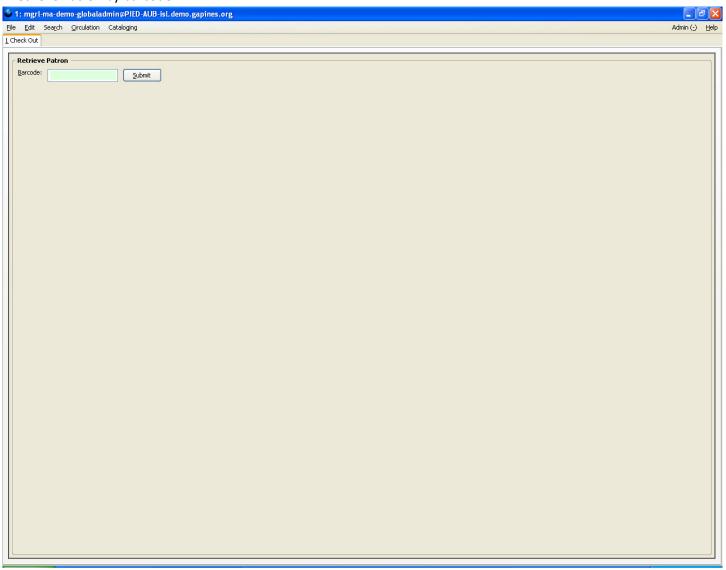


## **Staff Tutorials**

## **Paying Bills and Billing Patrons**

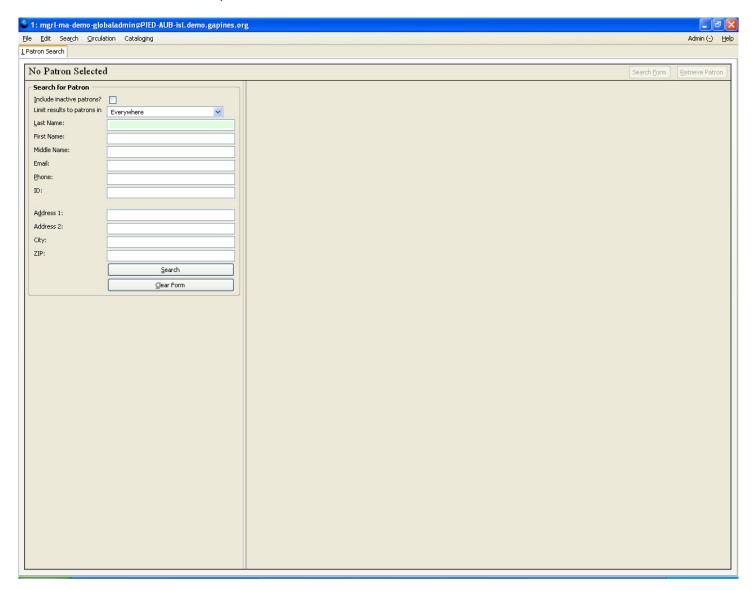
If a patron wishes to pay a bill, first begin by retrieving the patron's record from the "Circulation" menu and selecting "Retrieve Patron by barcode"





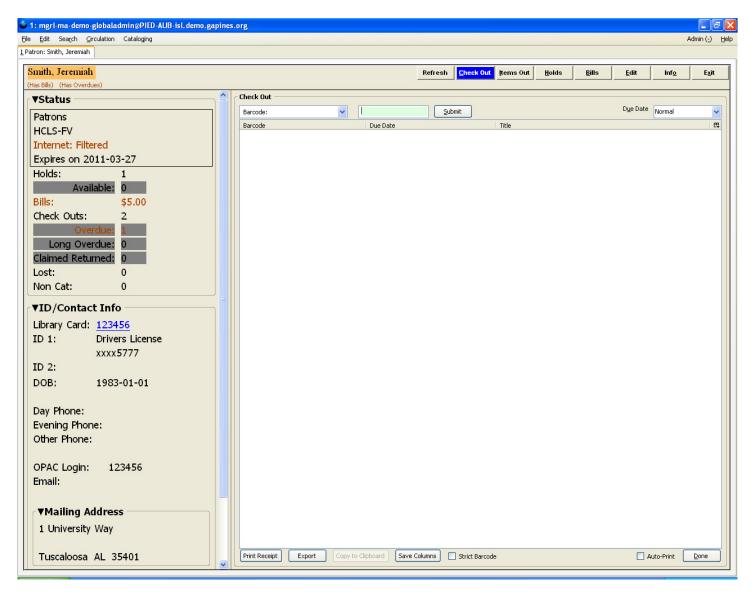
Using your mouse, place the cursor in the light green "Enter Barcode" box and scan the patron's library card barcode.

If the patron does not have their library card and you wish to look them up by name, you can select "Search" and "Search for Patron" to obtain the patron record.





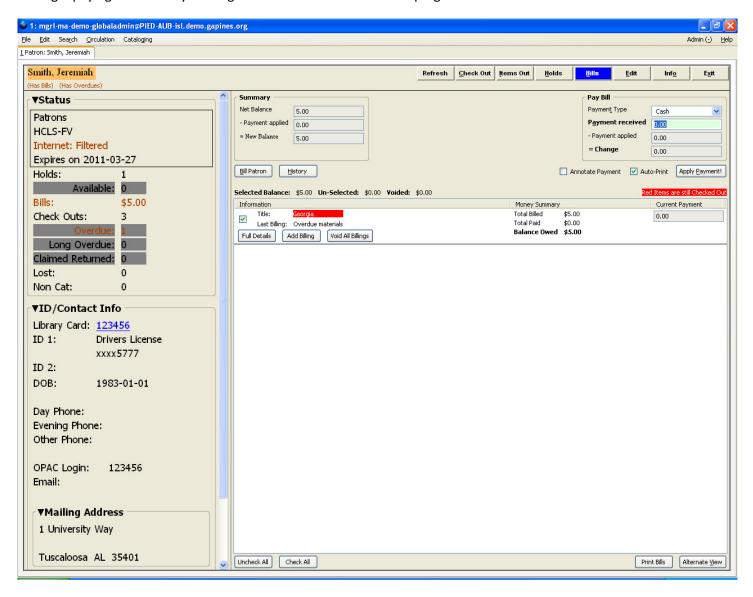
After the patron is retrieved, the Patron screen will appear. Any staff alerts about this patron will also appear at this time.



The left pane gives an overview of the patrons account. This will include any Bills, overdue books, etc.



To begin paying bills start by clicking on the "Bills" button at the top right corner of the screen.



In the light green "Payment Received" box enter the amount being paid, and select the payment type from above.

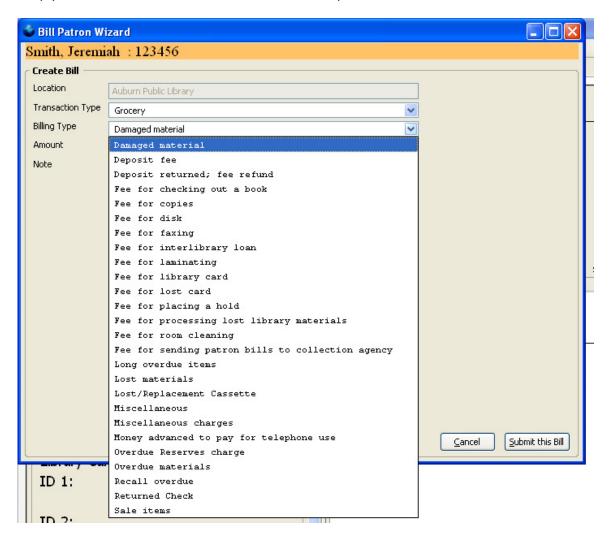
Apply the payment by clicking "Apply Payment!" and a receipt will automatically be printed.



## **Billing Patrons**

Staff can also manually bill patrons for items like copy machine use, printing, lost materials, etc. from the "Bills" button.

Simply click the "Bill Patron" button in the left center portion of the Patron screen and the "Bill Wizard" will appear.



Staff can select the billing type, leave notes, and set the amount to bill from the Bill Patron Wizard.

Click "Submit this Bill" to apply it to the patrons account.



The new bill will be reflected in the Patron account as shown below

